

GLHS 20 YRS

2019 Great Lakes Homeland Security Training Conference & Expo

How to create a MI-TRAIN account in TRAIN 3.0

1. Go to <http://www.train.org/mi-train>

The screenshot shows the MI-TRAIN website interface. At the top, there is a dark blue header with 'Classic TRAIN' and 'Log In or Create Account' links. Below the header, the 'MI-TRAIN' logo is on the left, and the 'MDHHS' (Michigan Department of Health & Human Services) logo is on the right. A navigation bar contains links for 'HOME', 'COURSE CATALOG', 'CALENDAR', and 'HELP'. A search bar is located on the right side of the navigation bar. On the left side of the main content area, there is a login form with fields for 'Login Name' and 'Password', a 'Forgot Your Login Name / Password?' link, a 'Login' button, and a 'Keep me logged in' checkbox. To the right of the login form, there is a 'Welcome to MI-TRAIN' section with a brief description of the service. Below the login form, there is a 'Create an Account' link. A large blue arrow points from a text box on the right to the 'Create an Account' link. The text box contains the instruction: 'Click "Create Account" to start creating your account.'

Classic TRAIN Log In or Create Account

MI-TRAIN MDHHS MICHIGAN STATE POLICE

HOME COURSE CATALOG CALENDAR HELP

Search

Login Name

Password

[Forgot Your Login Name / Password?](#)

Login

☒ Keep me logged in

[Create an Account](#)

Welcome to MI-TRAIN

MI-TRAIN is a gateway into the [TRAIN Learning Network](#), the most comprehensive catalog of public health training opportunities. TRAIN is a free service for learners from the [Public Health Foundation](#).

Click "Create Account" to start creating your account.

2. "Click Create an Account"

The image shows a registration form for MI-TRAIN. The form is titled "MI - TRAIN" in a large, bold, blue font. Below the title, there are several sections for user information, each with a label and a text input field. The sections are: "Create Login Name", "Create a Password", "Confirm Password", "Your Email Address", "First Name", "Last Name", "Time Zone", and "Zip/Postal Code". Each section has a small instruction text below the input field. At the bottom of the form, there is a checkbox labeled "I agree to all TRAIN policies" and a blue button labeled "Next Step". Below the "Next Step" button, there is a grey box with the text "Have an account?" and a blue link "Log In".

MI - TRAIN

Create Login Name

The login name must be unique with any characters except spaces and a minimum of four characters.

Create a Password

Passwords must be at least 6 characters in length with at least one capital letter and one number.

Confirm Password

Your Email Address

Please enter your work email address. If you do not have one, enter your school or personal email.

First Name

Last Name

Time Zone

(GMT-05:00) Eastern Time (US & Canada) ▼

Zip/Postal Code

Please enter your work Zip/Postal Code. If you do not have one, enter your school or personal Zip/Postal Code.

☐ I agree to all [TRAIN policies](#)

Next Step

Have an account? [Log In](#)

Fill out the form with your information.

Click the box to agree to all TRAIN policies.

Click the "Next Steps" button.

3. Complete all of the information, click "I agree to all TRAIN policies" and click "Next Step"



The image shows a web form for MI-TRAIN account creation. At the top is the MI-TRAIN logo. Below it is the heading "Account information". There are two input fields: "Street Address" and "Phone Number". The "Phone Number" field has a dropdown menu for the area code. Below these fields is a "Back" button. At the bottom, there is a link "Log In" under the text "Have an account?".

MI - TRAIN

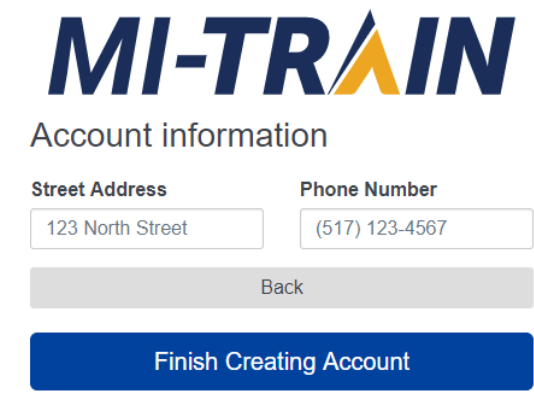
Account information

Street Address Phone Number

Back

Have an account?
[Log In](#)

4. Fill in your street address and phone number.



The image shows the same MI-TRAIN account creation form, but with the fields filled out. The "Street Address" field contains "123 North Street" and the "Phone Number" field contains "(517) 123-4567". Below these fields is a "Back" button. At the bottom, there is a blue button labeled "Finish Creating Account".

MI-TRAIN

Account information

Street Address Phone Number

123 North Street (517) 123-4567

Back

Finish Creating Account

5. Once you fill in the required fields, click "Finish Creating Account". You will not get this button unless you fill in your address and phone number.

What do you think of the new site? Your opinion is important to us!

Announcements



Welcome to MI-TRAIN 3.0

Kerry Chamberlain
Dec 7, 2017

On December 13, 2017 MI-TRAIN was upgraded to the new TRAIN 3.0 platform. This is a major change to the look and feel of MI-TRAIN. Here are some of the changes:

- Announcements are moved to the top of the page.

This is the first of a series of announcements.



1 of 8



Notifications

1 Your profile is incomplete

1 Notification

Click the notification link to complete your profile.

- At this point you have your account created. Login with this information and fill in the rest of your profile. If the rest of your profile is incomplete, you may not be able to sign up for the courses you need.

Close Save

Your Profile Is incomplete

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups
Account
Contact
Address
Organization
Professional Role
Work Settings
Demographic Information
Michigan Volunteer Registry
FEMA Student ID Number
Professional License

Manage Groups

Join By Group Search

Michigan



Join Another Group

Group refinement is required. Please edit your current group assignment

Join By Group Code

Group Code

Join

- If your company is based in Michigan, click the pencil icon and select MSP, then confirm group selection.

9. All incomplete parts of your profile will have an indicator next to each part. Hit the save button once everything is complete.
10. You should now see a message stating that your changes have been saved. Click the “Close” button at the top left.
11. You’re now ready to register as a vendor for the conference!

How to Register as a Vendor for the Conference

Please note: The exhibitor registration process has changed. Please follow these step by step instructions to register as an exhibitor.

Starting Registration:

***Please note you must have a MI-TRAIN account before registering, see MI-TRAIN instructions also attached.**

- [Log in here](#) then type in “1082535” in the search box and click **Enter**.

Click on the title 2019 Great Lakes Homeland Security Training Conference & Expo Vendor Registration to register

2019 Great Lakes Homeland Security Training Conference & Expo-Vendor Registration

[< Back](#)[+ Register](#)[Save For Later](#)

\$650.00 Registration Fee

Conference

ID 1082535

This conference will provide your company with an excellent opportunity to connect and build long-term relationships with key decision-makers in this field. The valuable services and products offered by your company are needed to continue building the nations preparedness and response capabilities.

[Sessions](#)[About](#)[Travel and Lodging](#)[Contacts](#)

You will need to register before you are able to build your schedule. The deadline for registration is Apr 26, 2019. [Register Now](#)

Click on the green “Register” button to continue.

[Close](#)[Next >](#)

2019 Great Lakes Homeland Security Training Conference & Expo-Vendor Registration

Step 1: Schedule

1 Schedule

2 Required Information

3 Confirmation

Your schedule

May 7 2019	Vendor load-in/set-up
	7:30 AM - 11:00 AM
	In Progress Mandatory
	Exhibitor Hours-Tuesday
	11:00 AM - 5:00 PM
	In Progress Mandatory
	Vendor Reception
	5:00 PM - 6:30 PM
	In Progress Mandatory

Click on the “Next” button at the top of the page, then “Next again

[Close](#)

[< Back](#)

[Submit ✓](#)

[Print](#)

2019 Great Lakes Homeland Security Training Conference & Expo-Vendor Registration

Step 3: Confirmation



1 Schedule

2 Required Information

3 Confirmation

Confirmation

Costs

Registration Fee Base rate of \$650 covers a 10 x10 booth, additional sizes and options are available, they include: 10 x 20 booth for an additional cost of \$325 Vehicle space for an additional cost of \$550 Sponsorship options also available These will be presented later in registration	\$650.00
Total	\$650.00

Your schedule

May	Vendor load-in/set-up
	7:30 AM - 11:00 AM In Progress Mandatory
	Exhibitor Hours-Tuesday

Click on the green “Submit” button at the top of the page

Confirmation

×

There is a fee associated with this content.

To proceed for additional payment information please click "Continue".

[Cancel](#)[Continue](#)

Close

Next

2019 Great Lakes Homeland Security Training Conference & Expo-Vendor Registration

Step 1: Schedule

1 Schedule

2 Required Information

3 Confirmation

Your schedule

May 7 2019	Vendor load-in/set-up
	7:30 AM - 11:00 AM In Progress Mandatory
	Exhibitor Hours-Tuesday
	11:00 AM - 5:00 PM In Progress Mandatory
	Vendor Reception
	5:00 PM - 6:30 PM In Progress Mandatory

You will receive a confirmation screen stating there is

Close

Back

Submit

Print

2019 Great Lakes Homeland Security Training Conference & Expo-Vendor Registration

Step 3: Confirmation

1 Schedule

2 Required Information

3 Confirmation

Confirmation

Costs

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Your schedule

May	Vendor load-in/set-up
	7:30 AM - 11:00 AM In Progress Mandatory
	Exhibitor Hours-Tuesday

a fee associated with this registration. Click Continue.



WELCOME TO THE PAYMENT PROCESSING CENTER.

The next step in your registration is to enter your special code below. If you do not have a special code please continue with your registration by clicking continue..

Special Code:

Continue

NOTE: The registration process will end if left idle for more than 15 minutes.

Next you will see the Payment Processing Center page, if you were not given a Special Code, hit "Continue." (Only non-profit organizations will have a special code)



REGISTRATION INFORMATION

Please fill out the following registration information:

	Additional Fee	
Your registration fee includes a 10x10 booth, would you like to upgrade to a 10x20 booth?	\$325.00	<input type="button" value="No"/>
Your registration fee includes a 10x10 booth, would you like to upgrade to a vehicle space?	\$550.00	<input type="button" value="No"/>
Name of first booth representative		<input type="text"/>
Second Booth Representative		<input type="text"/>
Would you like the to add an additional booth representative?	\$60.00	<input type="button" value="No"/>
If you chose to add the additional booth representative, enter name		<input type="text"/>
Please indicate your first booth choice		<input type="text"/>
Please indicate your second booth choice		<input type="text"/>
Please indicate your third booth choice		<input type="text"/>
Will you need electricity?	\$60.00	<input type="button" value="No"/>
What company name would you like on your booth sign?		<input type="text"/>
Would you like to be a Gold Sponsor?	\$6,000.00	<input type="button" value="No"/>
Would you like to be a Silver Sponsor?	\$4,000.00	<input type="button" value="No"/>
Would you like your logo on the Guidebook app?	\$100.00	<input type="button" value="No"/>
Would you like to be a Bronze Sponsor?	\$1,000.00	<input type="button" value="No"/>
Would you like 1 logo Floor Cling?	\$300.00	<input type="button" value="No"/>
Would you like 3 logo Floor Clings?	\$500.00	<input type="button" value="No"/>
Would you like 5 logo Floor Clings?	\$700.00	<input type="button" value="No"/>
Would you like 7 logo Floor Clings?	\$1,000.00	<input type="button" value="No"/>

If exiting out at this point in the registration process: YOU ARE NOT REGISTERED!

Once you have reached the Registration Information page, please read each question very carefully as several questions are defaulted to “No.”



Who is responsible for the payment of this course/conference:

☒ Self
☐ Employer

If exiting out at this point in the registration process: YOU ARE NOT REGISTERED!

Next, select “Self” when asked who is responsible for payment.





PAYMENT METHOD

Please select your method of payment:

☒ Credit Card

If exiting out at this point in the registration process: YOU ARE NOT REGISTERED!

When you reach the Payment Method page, the Credit Card box is checked, this is the only form of payment that is accepted, click continue.



Michigan.gov
The Official State
of Michigan Website

Michigan State Police

STUDENT REGISTRANT INFORMATION.

Please verify the student information:

First Name:

Last Name:

Address:

City:

State:

Zip:

Email Address:

* The update of your personal information only effects the Payment Processing Center. Please update your MI-TRAIN account.

Next, please verify your information by clicking “continue.”

Then you will see the Verification of Additional Information page, please review and click on the “I agree” to the terms and conditions at the bottom of the page. Then click “continue.”

Payment Method

Payment Request

Welcome to the CEPAS Credit Card Processing Payment Module.

This process is being used as a secure means of processing credit card authorizations.

Payment may be made with a valid Visa, MasterCard, or Discover credit card. This payment will appear on your statement as "MI STATE POLICE PMTS."

To begin the payment process, select payment method, then click on "NEXT" in the box below.




* Indicates required field

Choose method of payment

☐ Pay by electronic check

* Account Type:

☒ Pay by credit card

Important Information Regarding Debit Blocks

Some financial institutions offer a service referred to as "Debit Blocking" or "Debit Filtering" to their business account owners to prevent unauthorized debits (withdrawals) posting to their accounts. If an account has a debit block or filter, any unauthorized debit transaction will be returned unpaid. Most financial institutions offer the option of authorizing certain debits by providing specific information about the transactions to be authorized.

If you have a Debit Block or Filtering service on your account you must access your Debit Block or Filtering settings or contact your financial institution and have the ACH transactions identified with the Company ID **9044030366** authorized to debit your account. Failure to make these arrangements will result in your payment being returned unpaid.

International ACH Transactions (IAT)

Payments processed through this website are intended only for domestic ACH payments not associated with a foreign bank account, which would classify it as an International ACH Transaction (IAT). If your domestic bank account is funded or otherwise associated with a foreign bank account you must pay via an alternate payment.

You will now be redirected to the payment request page. Check “Pay by Credit Card” then click “Next”.

Enter all credit card information, click “Next”.

You will receive a confirmation indicating you completed the payment process. You are now registered for the conference.